

# Virginia Enterprise Zone

2015 Designation Round

“How-to-Apply”  
Workshop

March 2014



**VIRGINIA DEPARTMENT OF HOUSING  
AND COMMUNITY DEVELOPMENT**

*Partners for Better Communities*

[www.dhcd.virginia.gov](http://www.dhcd.virginia.gov)

# Agenda

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- EZ Program Overview
- Designation Application Overview
- Characteristics of Successful Applications
- Submission Requirements
  - CAMS User Guide
- Q&A

# Program Overview

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- Enterprise Zone: a geographical area of a county or city designated by the Governor for up to 20 years.
- First established by the General Assembly in 1982 Virginia Enterprise Zone Act
- Partnership between state & local government
- Tool to stimulate job creation, private investment, and revitalization.

# State Enterprise Zone Incentives

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DHCD annually administers two state incentives:

- **Real Property Investment Grant (RPIG)**
  - Cash grant for the construction/rehab/expansion of commercial, office, industrial, or mixed-use properties
  - Up to \$200,000 per building/facility
- **Job Creation Grant (JCG)**
  - Cash grant per position meeting wage and health benefits requirements
  - Up to \$800 per qualified position (available over a 5-year period)

# Annual Grant Year Timeline

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**Oct. - Jan:**

Regional “How  
to Qualify”  
workshops

**April 1:**

Applicant  
Submits to  
DHCD

**April-June:**

DHCD  
processes  
grant  
applications

**July:**

Awards sent to  
qualified  
applicants

# Grant Awards and General Limitations

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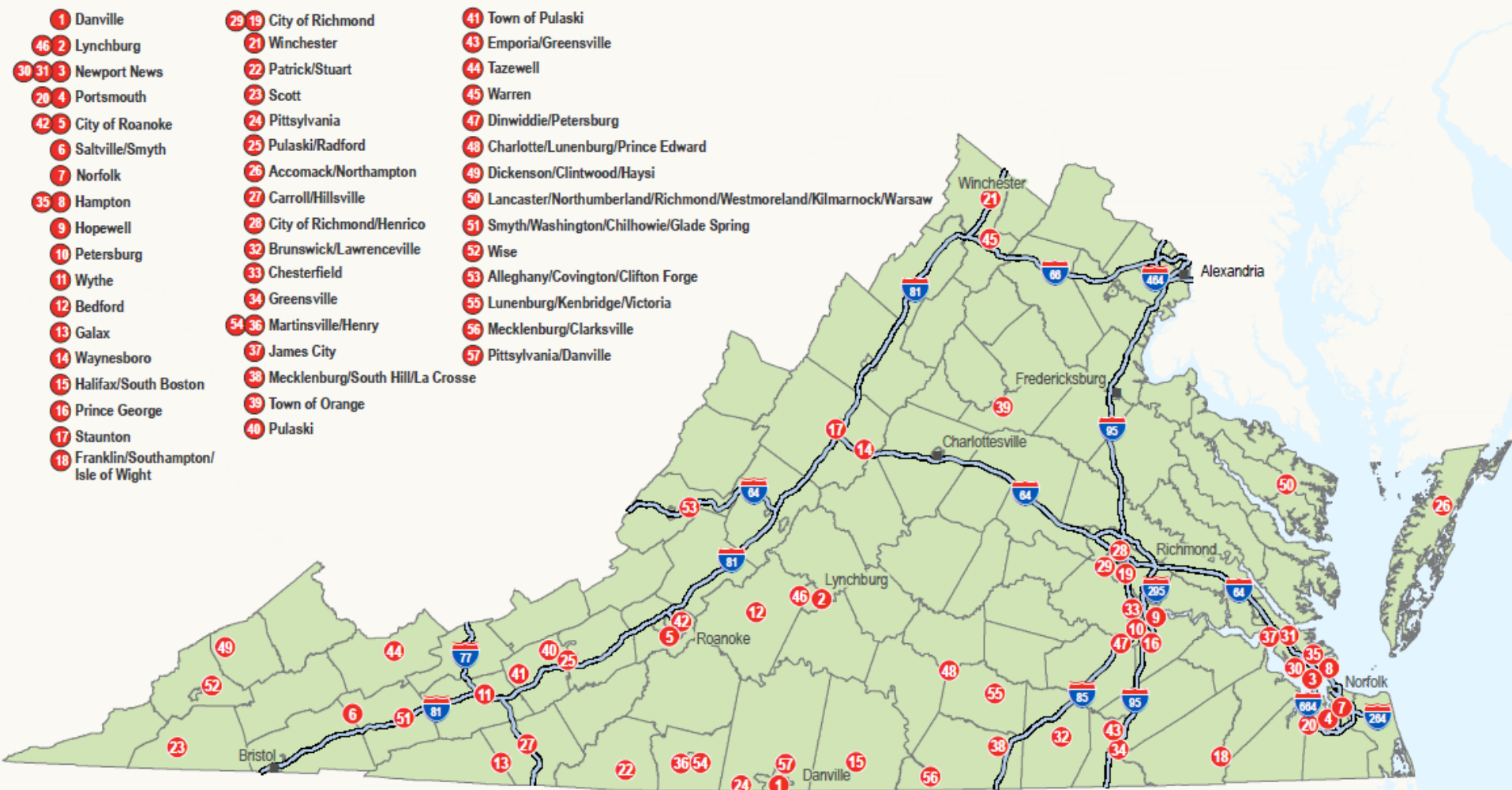
- Funds allocated annually by General Assembly
- \$14,150,000 available in 2014 for GY 2013
- Should requests exceed allocated funding, RPIG requests will be prorated. Job Creation Grants receive funding priority.
- GY 2005-2009 experienced proration ranging from 60 cents on the dollar to 46 cents on the dollar
- All approved grant requests were fully funded for GY 2010, 2011 and 2012

# Grant Year 2012 Figures

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- Grant Awards:
  - RPIG: 143 zone investors received over \$11 Million
  - JCG: 60 businesses received nearly \$3 Million
- Investment Leveraged in Zones:
  - \$178,758,938 in real property investments
  - 1,718 net new jobs

# There are currently 57 designated Enterprise Zones...





# 2005 Enterprise Zone Grant Act

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- Act only authorizes up to 30 zones.
- 30 zones will be reached as current zones expire and new zones are designated:
- As of 2014, 21 of the 30 zones have been designated.
  - The 30 zones will be reached during the 2016 designation round (held in Calendar Year 2015)
- Zones designated after the EZ Grant Act are designated for an initial ten-year period, with the potential of two five-year renewals.

# 2015 Designation Round

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- Five Enterprise Zone designations will become available due to the expiration of the following zones on Dec. 31, 2014;
  - Accomack County/Northampton County (Joint Zone)
  - Carroll County/Town of Hillsville
  - City of Richmond: “East” Zone
  - City of Newport News: “North” Zone
  - City of Newport News: “Mid-Cities” Zone
- DHCD is holding a competitive application process to fill these vacant positions.
- The new zones will be designated January 1, 2015.

# Eligible Applicants

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- Cities and counties
  - Towns can be part of county acreage
- Single Jurisdiction Zones: located entirely within a single jurisdiction (city or county)
- Joint Multi-Jurisdictional Zones: two or more adjacent jurisdictions (cities & counties)
  - Must be strategic, not just convenient
  - Must have mechanism to ensure shared benefits

# Zone Requirements

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- Zone boundaries must meet but not exceed size limitations.
- Participating localities must provide a package of local EZ incentives.
- Joint zones must establish mechanisms to ensure economic benefits are shared among participating jurisdictions

Examples:

- Shared benefits agreement
- Revenue sharing agreement

# Local Responsibilities

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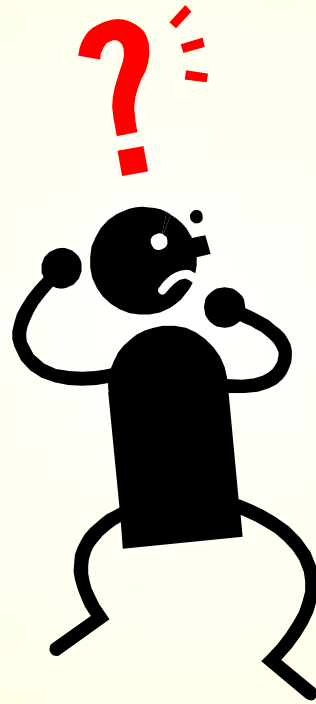
- Day-to-day management of the zone
- Marketing the zone to ensure maximum & effective use of zone incentives
- Provision of local incentives
- Annual Reporting Requirements
  - Zone Activity Reports due to DHCD July 15<sup>th</sup> of every year.

# State Role & Responsibilities

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- Program oversight
- Site visits and assessments
- Technical assistance
  - On-site and via email/phone
- Annual Local Enterprise Zone Administrator (LEZA) meetings
- Participation in local workshops and zone promotion

# Any questions so far?



# 2015 Designation Application

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- Designation applications must be submitted online via DHCD's **Centralized Application Management System (CAMS)**

CAMS SYSTEM LINK   
Applications and Registration

**Application Deadline: June 30, 2014 by 11:59 PM**



# CAMS Online Application

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- All components of the 2015 designation application must be submitted through CAMS:
  - 33 questions total
  - Required attachments
- The **Designation Application Instruction Manual** should be used as a guide through the required components of the application.

**Read the entire instruction manual before attempting the application.**

# Application Information

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- 1500 points possible:
  - 750 points will be awarded based on answers to questions regarding strategy, impact, and capacity.
  - The remaining 750 points will be awarded based on the locality's "distress score".

# Distress Factors

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- Policy intent of 2005 EZ Grant Act: prioritize zone designation in localities with the greatest levels of need for economic impetus.
- Distress scores are pre-calculated using a three-year average of the indicators below:
  - Unemployment rate
  - Median adjusted gross income (all returns)
  - Percent of public school students receiving free/reduced price lunch
- Distress scores for the 2015 designation round can be found on page 33 of the instruction manual.

# Designation Application Content

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- ☐ Checklist & Qualification Information
- ☐ Community Need
- ☐ Program Design & Regional Impacts
- ☐ Benchmarks
- ☐ Past performance and Continued Need
- ☐ Regional Need
- ☐ Zone Characteristics
- ☐ Zone Maps
- ☐ Required Supplemental Materials



***The following slides are color coded:***

- Blue Background- Supplemental Forms
- Gray Background- Application Questions
- Page Reference in Manual in top left corner



# Community Need

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- Distress score out of 750 possible points
  - See page 33 of the instruction manual for scores
- Discuss **key economic conditions** in the locality as a whole. Also discuss how these conditions are currently addressed through the locality's community and economic development efforts.
- Examples of Economic Conditions:
  - Closure of a major employment center
  - Out-commuting
  - Slow growth rate
  - Barriers to development
  - Trends of new development
  - Economic development efforts

# Program Design & Impacts

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- Strategy
- Local Incentives
- Zone Boundaries
- Community Priorities
- Past Successes
- Marketing Efforts

# Strategy

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- Description of the locality's **economic restructuring strategy**. Does this strategy tie into larger regional strategy?
- How the intended EZ **outcomes of stimulating real property investment and job creation** fit in with the ER strategy.
- How the EZ program will be **prioritized and integrated**.
- Identification of the **sectors and types of businesses pursued** and how this ties into the ER strategy.
- Description of **current business retention efforts**.
- Description of **ongoing economic development efforts**.



# Local Incentives

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- Local governments should provide a variety of financial and non-financial incentives to encourage economic growth and investment within the Enterprise Zone.
- Localities should develop incentive packages that directly correspond to identified economic revitalization and development goals.
  - Local incentives will be most effective when they directly support the identified goals/outcomes.
  - Example: If the community has a goal to develop a creative economy that fosters outdoor recreation, *some* local incentives should be specifically tailored to support economic development related to outdoor recreation.

# Local Incentives...

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- The purpose of offering EZ incentives is to create an improved climate for private business development and expansion.
  - Reducing start-up costs for new firms
  - Reducing the ongoing costs of doing business for both new and existing firms
  - Improving the overall physical and social conditions within the zone in order to produce an environment conducive to business operations.
- Local incentives should complement state EZ incentives by providing added benefit or by reaching businesses that cannot take advantage of state incentives.

# Local Incentives...

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- An incentive can be any type of regulatory reform, tax reduction or exemption, service improvement, resource commitment or any other activity intended to stimulate private sector investment.
- A local government may propose any type of incentive permissible under federal and state law; provide that the incentive is targeted to the zone.
  - Proposed incentives that are available throughout the entire locality will negatively impact the score of the application.
  - Incentives should be uniquely tailored to the zone.

# Tips for Developing Local Incentives

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- Survey local businesses to determine what incentives would be most meaningful to them.
- Customize local incentives to meet the locality's economic goals.
- Offer a mix of incentives for both new AND expanding businesses.
- Develop measurable incentives (to assess impact).
- Establish performance baselines that provide a threshold for qualification.
- Define key terms and establish local incentive administration procedures to verify that qualification requirements have been met.
- Incentives should represent sound fiscal policy.

# Uniformity Clause

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**Local Enterprise Zone incentives must not violate the Virginia Constitution.**

- Article 10, Section 1, **Uniformity Clause** (as it relates to EZ): Taxation must be uniform in territory, subject, class.
- The Uniformity Clause applies to machinery & tools, real property, and personal property tax. Incentives related to these taxes must never be referred to as abatements, refunds, or rebates.
- Taxation must be uniform throughout an entire locality unless there is state enabling legislation that allows otherwise. Examples on pg. 11 of instruction manual.
- Uniformity Clause does not apply to BPOL, utility tax, or permit fees.

# Examples of Local Incentives

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- Tax Exemptions (real property)
- Local Tax Rebates
- Business Loans
- Fee Waivers
- Land Buy Down
- Job Training
- Non-financial (ie: Fast track permitting or other regulatory relief)
- Machinery & Tools Tax
- Business Personal Property Tax
- Local Enterprise Zone Development Taxation Program

Incremental tax revenues generated from real property and/or machinery and tools can be used to establish an EZ development fund to pay for enhancements to govt. services that promote ED.

# Regulatory Relief Programs

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The package of local incentives may contain proposals for regulatory flexibility, including but not limited to...

- Special zoning districts
- Permit process reform
- Exemptions from local ordinances
- Other public incentives

All incentives proposed in the locality's application shall be binding upon designation of the Enterprise Zone.

# Local Incentive “Dos and Don’ts”

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## DO...

- Develop incentives that represent sound fiscal policy
- Offer a mix of incentives for new, expanding, and targeted businesses
- Emphasize the quality of the package, not quantity of incentives
  - *Include incentives that are narrow & deep*

## Do NOT...

- Use the same qualification requirements as state incentives
- Require state incentive qualification as eligibility criteria for local incentives
- Include incentives that are available through the entire locality unless special actions are taken to tailor the incentives to the zone



# Local Incentive Application Requirements

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- A description of the package of local incentives /regulatory relief programs, including an explanation of how the incentive package will support the locality's economic development strategy.  
(Pg. 12 of instruction manual)
- Local Incentive Administration Process Chart  
(Pg. 13 of instruction manual)  
**REQUIRED FORM**
- Local Incentive Index  
(Pg. 16 & 17 of instruction manual)  
**REQUIRED FORM**

## Local Incentive Administration Process

**REQUIRED FORM-** Must be filled out and submitted on the “Attachments” tab

This chart should be used to designate roles and responsibilities for the local incentive administration process.

Local Incentive Administration Process				
Incentive #	Application Development	Marketing	Application Processing	Qualifies and/or Awards
	Office/Individual	Office/Individual	Office/Individual	Office/Individual
<i>Example: 1. Waiver of Building Permit Fees</i>	<i>Building Dept./ Local Zone Administrator</i>	<i>Building Dept./IDA</i>	<i>IDA/ Local Zone Administrator</i>	<i>Building Dept.</i>

# Local Incentive Index

**REQUIRED FORM**- Must be filled out and submitted on the “Attachments” tab

Proposed Enterprise Zone Name:	
Incentive #: Name: Description:	Locality/Provider:
	Qualification Requirements:
	Exclusive to Zone: <input type="checkbox"/> Yes <input type="checkbox"/> No (please explain how incentives will be tailored to the zone)
	Period of Availability: (please explain the rationale behind the period of availability)
Financial Value of Incentive:	Effective Date:
Action to Implement: <input type="checkbox"/> Local Ordinance <input type="checkbox"/> Approval by Board of Supervisors <input type="checkbox"/> Other:	Source of Funds:
	Annual Budget Allocation Pending Approval:

Describe why this incentive has been selected and explain how it supports the locality's economic development strategy. What specific sectors or types of businesses is the locality trying to attract with this incentive? Describe how the incentive meets the needs of these targeted businesses. What are the implications of the incentive and how will the benefits be measured? Explain the qualification requirements and the rationale for the requirements.

# Zone Boundaries

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- Localities have the flexibility to locate the zone where it best serves the community's economic restructuring plan and should include areas that directly correspond to the locality's economic development goals.
  - Downtown revitalization
  - Commercial corridor reinvestment
  - Brownfields redevelopment
- The zone should represent a balance of development potential:
  - Existing businesses that have indicated the desire to expand
  - Under-developed or blighted areas
  - Sites for new construction
- Local incentives should be tailored to support desired economic outcomes in these areas.

# Zone Size Guidelines

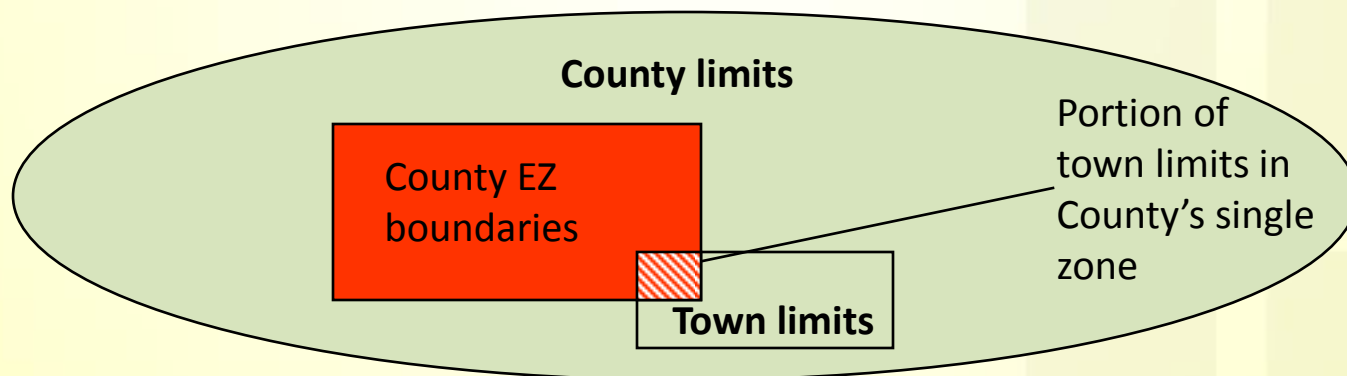
Size Limits for Zones in Cities	Size Limits for Zones in Unincorporated Areas of Counties
<p><u>Minimum:</u> One-quarter (1/4) square mile (160 acres)</p> <p><u>Maximum:</u> One square mile (640 acres)</p> <p><u>Exception:</u> May be larger than one square mile provided it does not exceed seven percent of the locality's land area or it does not encompass more than seven percent of the locality's total population.</p>	<p><u>Minimum:</u> One-half (1/2) square mile (320 acres)</p> <p><u>Maximum:</u> Six square miles (approximately 3,840 acres).</p> <p><b>Size Limits for Zones in Consolidated Cities</b></p> <p>Zones in cities where the present boundaries have been created through the consolidation of a city and county (Chesapeake, Hampton, Newport News, and Virginia Beach) or the consolidation of two cities (Suffolk and Richmond), must use the minimum and maximum size guidelines for zones in unincorporated areas of counties described above.</p>

- Do not start out with a zone that uses all of the available acreage.
- Starting with a smaller acreage will allow for future zone growth and expansion.

# Zone Configurations

**Single zone** – located entirely within a single jurisdiction (city or county).

- Included areas within incorporated town limits will be considered part of the a county's zone acreage and constitutes a single zone.
- EXAMPLE: Smyth County applies for a single zone designation. A portion of the proposed zone includes part of Marion's town limits. The acreage within the town limits counts towards Smyth County's zone acreage. The town is not required to offer incentives (but can) and is considered part of the county's zone.



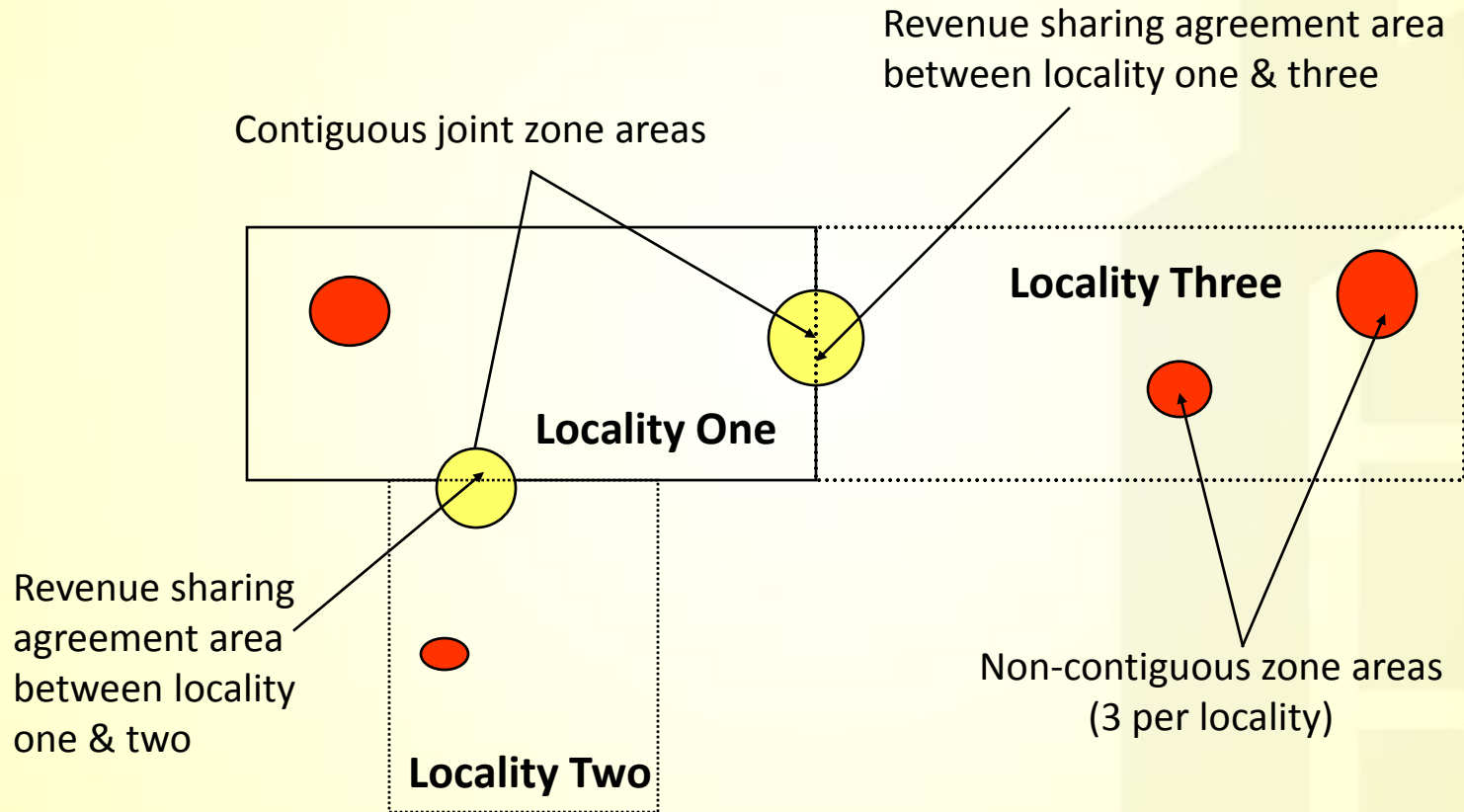
# Joint Zone Configurations

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**Joint zone** – located in two or more jurisdictions (cities or counties).

- Each locality's portion of the joint zone can consist of up to three non-contiguous geographic areas relative to that locality.
- One of the locality's three possible zone areas must be contiguous to at least one other participant's zone area as part of the joint application.
- The shared benefits agreement area should be encompassed in the contiguous area(s) of the applicant localities

# Example of a Joint Zone Configuration





# Zone Boundary Questions

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- Geographic description of proposed zone area.  
*Joint applicants must explain why the boundaries make sense in terms of regional economic development efforts.*
- Why have these areas been selected for the zone?
- Description of specific properties that the locality is seeking to rehabilitate, expand, or develop.
- Identification of existing businesses in the proposed boundaries that are looking to expand/potential prospects that are considering a zone location.
- How do the proposed areas relate to the locality's package of local incentives and the targeted businesses it is trying to leverage?
- How will the proposed design and location maximize the EZ outcomes of stimulating real property investment and job creation?

# Community Priorities

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- Discuss the priority this designation has for the locality and explain how the EZ program will assist in reaching the goals and objectives outlined in the ED strategy.
- Explain how the community could achieve its ED goals without receiving a zone designation.
- Identify any other programs offering similar incentive services in the locality.
  - Describe other funding sources or programs the community has been able to leverage. What leveraging assets currently exist in the community?
- Explain how the EZ designation will be combined with other existing programs and incentives to create a comprehensive suite of ED tools.

## Past Successes

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- Applicant must provide examples of two economic development projects, different in nature, that were undertaken by the locality and explain the extent to which they achieved success...
  - The examples provided will help DHCD measure the community's capacity to effectively handle the administration of an Enterprise Zone and determine how equipped the locality is to deal with a variety of economic development scenarios.

# Marketing Efforts

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- What tools are currently being used to market the locality?
- How will the EZ be incorporated into locality-wide marketing efforts?
- What other programs or entities will have a role in marketing the zone or using the zone to leverage desired community outcomes?

# Benchmarks

**REQUIRED FORM-** Must be filled out and submitted on the “Attachments” tab

How many grants of each type are likely for the locality to expect each year?

The numbers provided here will assist in DHCD’s assessment of zone effectiveness. Benchmarks should be realistic and this chart should be used as a method of tracking progress and achieving goals.

Year	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Job Creation Grants						
Real Estate Grants						
Local Incentive Usage						

Please use the space below to describe how the locality will measure the effectiveness of the zone should it be approved. Other than the chart above, what performance measures and benchmarks will the locality use?

**Zones with no grant activity during a five-year period shall be terminated.**

# Zone Termination

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- Statute requires DHCD to terminate zone designations under the following conditions:
  - Failure to provide local incentives
  - Failure to qualify for state incentives for 5 consecutive years



# Past Performance & Continued Need

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## **Only to be completed by expiring zones reapplying**

- Discuss the continued need for an Enterprise Zone in the locality and the past effectiveness in creating jobs and capital investment in the expiring zone.
- Consider where the community will make additional improvements or experience more growth. How will the EZ affect those efforts?
- Are the proposed boundaries and/or incentives different from those of the expiring zone?

# Regional Need & Necessity

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## **Only to be completed by Joint Applicants**

- Discussion the regional need & strategy.
- Description of the formal programs and/or organizational mechanisms to ensure a successful joint “operation”?
  - Only localities with a binding shared benefits agreement may apply as a joint zone.
  - To encourage strategic, regional collaboration, up to 50 extra points will be awarded to the final score of multi-jurisdictional applications.



# Zone Characteristics

**REQUIRED FORM-** Must be filled out and submitted on the “Attachments” tab

**1. Type and name of locality:**

- ☐ County:
- ☐ Consolidated City:
- ☐ City:

**2. Acreage in each locality**

Locality	Total Acreage	Acreage in Noncontiguous Areas		
Locality 1:				
Locality 2:				
Locality 3:				

**3. Total Zone Acreage:** \_\_\_\_\_

**4. If applicant is a city, specify the size guideline option used. Counties and consolidated cities use the same basic land size minimum and maximum requirements as noted in the Size Limits table on page 18.**

- ☐ Basic land size minimum and maximum
- ☐ 7 percent of land area  
*Total land area of city:* \_\_\_\_\_
- ☐ 7 percent of population  
*Total population of city:* \_\_\_\_\_  
*Total population of zone:* \_\_\_\_\_

## Required Maps & GIS

**REQUIRED**- Must be submitted as a zipped folder on the “Attachment” tab

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- Map 1 – Map of the locality indicating the boundary of the proposed Enterprise Zone area
- Map 2 – Map of the proposed Enterprise Zone boundaries indicating the existing land use
- Map 3 – Map of the proposed Enterprise Zone showing the boundaries of existing zoning districts
- GIS Data – Boundary Shapefiles

# Supplemental Materials & Forms

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- Public Hearing Advertisements (Required)
- Governing Board/Council Minutes (Required)
- Submission Resolution (Required)
- Joint Application Agreement (Required for Joint Applicants Only)
- Shared Benefits Agreement (Required for Joint Applicants Only)

*All required forms and supplemental materials must be submitted through the "Attachments" tab of the online application in CAMS.*

## Public Hearing Advertisements

**REQUIRED**- A copy of the Public Hearing advertisements must be submitted through the “Attachments” tab of the online application.

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**All applicants are required to complete the public hearing process.**

The advertisements...

- **MUST** be published once a week for two successive weeks in a newspaper of general circulation.
- **CANNOT** be published less than five days or more than twenty-one days prior to the hearing.
- **MUST** give the time, date, and location of hearing.

## Governing Board Minutes

**REQUIRED-** A copy of the Governing Board Minutes must be submitted through the “Attachments” tab of the online application.

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- A copy of public hearing minutes must accompany the application.
- Explicit mention of the specific zone boundaries must be documented in the minutes.

## Submission Resolution

**REQUIRED**- Resolution(s) indicating that the locality is applying for designation must be submitted through the “Attachments” tab of the online application.

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### Single Jurisdiction Requirements:

Resolutions should state that the local governing body...

- Is applying for Enterprise Zone designation;
- Authorizes its Chief Administrator (or designee) to submit all information needed to apply for zone designation;
- Authorizes its Chief Administrator (or designee) to meet all program administrative and reporting requirements, as defined by the Enterprise Zone Regulations, throughout the life of the zone.

# Submission Resolution...

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## Joint Applicant Requirements:

Separate resolutions are required of each participating locality and should state that the local governing body ...

- Is applying for Enterprise Zone designation jointly with other localities;
- Authorizes its Chief Administrator (or designee) to submit all information needed to apply for zone designation;
- Authorizes its Chief Administrator (or designee) to meet all program administrative and reporting requirements, as defined by the Enterprise Zone Regulations, throughout the life of the zone.
- Confirms that each jurisdiction participating in the joint Enterprise Zone application has completed a Joint Application Agreement.

**Each jurisdiction participating in a joint EZ application has completed a Joint Application Agreement.**

# Joint Application Agreement

**REQUIRED FORM-** Form EZ-1-JA must be filled out by each participating locality and submitted through the “Attachments” tab of the online application.

## TO BE COMPLETED BY JOINT APPLICANTS ONLY

As the representative of the local governing body of \_\_\_\_\_, I hereby certify that:

- 1. The aforementioned locality is in agreement with the other participating localities in filing this Joint application;
- 2. Any local Enterprise Zone incentives proposed by the aforementioned locality in this application represent a firm commitment;
- 3. The participating localities have established a mechanism to ensure that economic benefits of the joint zone will be shared among the applicant localities should the zone be designated.
- 3. It is understood that if at any time the aforementioned locality is unable or unwilling to fulfill a commitment to provide local Enterprise Zone incentives listed in this application, the zone shall be subject to termination; and
- 4. A public hearing was held on \_\_\_\_\_ to solicit comments on application.

\_\_\_\_\_  
Chief Administrator's signature

\_\_\_\_\_  
Date

Name:

Title:



# Shared Benefits Agreement

**REQUIRED**- A copy of the shared benefits agreement for joint zones must be submitted through the “Attachments” tab of the online application.

**SAMPLE**  
**GROWTH SHARING AGREEMENT**

**TO BE COMPLETED BY JOINT APPLICANTS ONLY**

**JOINT ECONOMIC DEVELOPMENT AND GROWTH SHARING AGREEMENT**

This Agreement, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_,  
2008, by and between MONTGOMERY COUNTY, VIRGINIA (hereinafter, the “County”), and  
THE TOWN OF CHRISTIANSBURG, VIRGINIA (hereinafter, the “Town”).

**WITNESSETH:**

WHEREAS, the County and the Town historically have provided some public services  
for their respective citizens through joint contracts and other cooperative arrangements, including  
water and sewer service; and

WHEREAS, the Board of Supervisors of the County and the Town Council of the Town  
are aware that the economic vitality of the Town and adjoining areas of the County are tied  
together and that economic and industrial expansion in either the Town or the adjoining area of  
the County provides increased employment opportunities and economic vitality for the citizens  
of both jurisdictions; and

# Characteristics of Successful Applications

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- **Assume Ignorance** – Present enough key information so that a someone who knows nothing about the locality would be able to understand the need for a zone designation and strategy for zone implementation.
- **Quantification** – Avoid qualitative descriptions if quantifiable information is available when presenting magnitude of needs, barriers, impact.
  - ✓ 95% vacancy rate
  - ✗ “lots of vacant buildings”
- **Use Specific Examples** – Identify target industries or business sectors and demonstrate how state and local incentives would benefit them.
- **Consistent, concise, and carefully thought out** answers. Each section should build on previous sections.

- **Strategic and Targeted local Incentives** – Local Incentives are representative of the locality’s commitment to the program; they should be substantial and targeted.
- **Highlight the Strategic Importance of Zone** – Make a clear connection between zone designation and the goals outlined in the locality’s overall economic development plan. Clearly explain how the EZ will assist in achieving these goals (quantify and give specific examples).
- While 50 percent of the application score is awarded based on distress factors, **competitive applications must convey both need and impact.**
- **“Distressed” localities should not rely on their distress score alone.** Applicants that do not identify the impact and potential for an effective zone will not score well.
- Consideration will be given to localities with low distress scores that submit a well developed application highlighting impact and potential for effective use.

# Submittal Requirements

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- Applications and all required attachments must be submitted online via DHCD's Centralized Application Management System (CAMS)
- The locality must be registered in CAMS to access and submit the application.
- Registration may take a few days to be approved so register as soon as possible

**CAMS website:** <https://dmz1.dhcd.virginia.gov/camsportal/Login.aspx>

**Register on CAMS:** <https://dmz1.dhcd.virginia.gov/camsportal/Registration.aspx>

**CAMS help desk:** [CAMSHelp@dhcd.virginia.gov](mailto:CAMSHelp@dhcd.virginia.gov)

# Tips for using CAMS

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- Use Internet Explorer 7 or higher.
- Write and save responses in a Word document then cut & paste them into the CAMS application. Applications can be saved in CAMS before submitting, but it's a good idea to back up responses in Word or another word processing program.
- When items are saved you should see: ***"The information has been saved successfully. The application is not completed. Please click OK to go to the next section."*** across the middle of the screen. If you do not see that text or your data is not where you typed it, contact the CAMS help desk.

# To Apply

- Log into CAMS and click the **“Apply”** button at the top of the screen
- Open the “Find a Program” dropdown and search for [“Virginia Enterprise Zones – Virginia Enterprise Zone Designation – 2015”](#)
- Press **“GO”**

The screenshot shows the DHCD CAMS application interface. At the top, there is a dark header bar with the DHCD CAMS logo on the left and a welcome message on the right: "Welcome Lauren Fink, Project Manager Virginia Department of Housing and Community Development -". Below the header is a navigation bar with several icons and labels: Profile, Search Programs, Downloads, Apply (highlighted with a red box), Application Status, View And Manage Projects, and User Guide. Below the navigation bar is a section titled "Apply Application" (highlighted with a red box). This section contains a "Find a Program:" label, a dropdown menu with the text "Virginia Enterprise Zones - Virginia Enterprise Zone Designation - 2015", and a "Go" button (highlighted with a red box).

**DHCD CAMS**

Welcome Lauren Fink, Project Manager  
Virginia Department of Housing and Community Development -

Profile Search Programs Downloads **Apply** Application Status View And Manage Projects User Guide

**Apply Application**

Find a Program:

# To Apply...

## Apply Application


Find a Program: Virginia Enterprise Zones - Virginia Enterprise Zone Designation - 2015

Go

1 Results

1

### Virginia Enterprise Zone Designation - 2015

 [Apply](#)

There are currently five Enterprise Zone designations available due to the upcoming expiration of the following zones; Accomack County/Norfolk "East" Zone, City of Newport News "North" Zone and City of Newport News "Mid Cities" Zone. As a result, the Department of Housing and Community Development is opening a competitive application process to fill these vacant positions. The new zones will be designated January 1, 2015. The application process is open to all interested parties and is targeted towards economically-distressed localities. As of 2005, towns seeking designation must be included within the boundaries of applying.

Please review the attached application instruction manual before beginning the application.

If you have questions on completing the application, please contact the following program administrator:

Lauren Fink

804-371-7121

Lauren.Fink@dhcd.virginia.gov

*Application Start Date: 3/13/2014 End Date: 6/30/2014*

*Eligible Organization Type: Localities*

*Eligible Activity Type: Community Development, Economic Development*

*Additional Information: [2015 Enterprise Zone Designation Application Instruction Manual](#)*



# Give the Application a Project Name:

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Application ID:

Project Name:






End Date: 6/28/2013



# Tab 1: Project Information

Application Submission			 <a href="#">Print</a>	
Application ID: 7603052013224521	Project Name: test	Program Name: Virginia Enterprise Zone Designation - 2014		
Application Start Date: 03/01/2013	Application End Date: 06/28/2013			
<b>Project Information</b>	<b>Project Budget</b>	<b>Narrative Information</b>	<b>Attachments</b>	<b>Additional Information</b>
<div>Save This Tab</div>				
<b>Project Information</b>				
<b>Organization Name*</b> : <input type="text" value="Virginia Department of Housing and Community Development - Co"/>				
<b>Project Primary Contact</b> 				
<b>First Name*</b> : <input type="text"/>		<b>Last Name*</b> : <input type="text"/>		
<b>Title*</b> : <input type="text"/>		<b>Email*</b> : <input type="text"/>		
<b>Work Phone*</b> : <input type="text"/> - <input type="text"/> - <input type="text"/>				
<b>Place of Primary Performance</b> 				
<b>Address*</b> : <input type="text"/>		<b>Zip Code*</b> : <input type="text"/> - <input type="text"/> <a href="#">Whats my +4?</a>		
<b>City/County*</b> : <input type="text"/>				
<b>Primary Service Area</b> 				
Please select ALL localities that will be in your project's primary service area. Only one County, City or Town must be selected to save this page. Select the Add/Edit link to make changes. Selections will display below the County, City and Town sections. When selecting a County, it is not necessary to also select a Town that lies within that county. Consult the application information for this program for additional information.				
<b>County</b> :  <a href="#">Add/Edit County</a>	<b>City</b> :  <a href="#">Add/Edit City</a>	<b>Town</b> :  <a href="#">Add/Edit Town</a>		
No County Selected.	No City Selected.	No Town Selected.		

# Tab 2: Narrative Information

Application Submission		
Application ID: 7603052013224521	Project Name: test	Program Name: Virginia Enterprise Zone Designation - 2014
Application Start Date: 03/01/2013	Application End Date: 06/28/2013	
Project Information	Project Budget	Narrative Information
<div>Save This Tab</div> <p>Please answer following questions:</p> <p>1. Please indicate the locality's distress score out of 750 possible points. (See page 33 of the instruction manual for scores)</p> <div><div><b>B</b> <i>I</i> <u>U</u>     </div><div></div></div> <p>2. <b>Locality-wide conditions &amp; needs:</b> Discuss key economic conditions in the locality as a whole. Also discuss how these conditions are currently addressed through the locality's community and economic development efforts.</p> <ul style="list-style-type: none"><li>Economic conditions such as the closure of a major employment center during the past year resulting in job loss; out-commuting – e.g. more than 65</li></ul>		

# Tab 3: Attachments

Project Information	Project Budget	Narrative Information	Attachments	Additional Information
<div>Save This Tab</div>				
<p><b>Please submit/upload following required documents:</b></p> <p><b>UPLOAD ATTACHMENTS INSTRUCTION:</b> The attachments listed below are required components of the designation application.</p> <p>*If your locality has a written comprehensive plan, please submit the plan or the portion relating to the economy.</p>				
Application Checklist and Qualification Information (to get the template file by clicking <a href="#">HERE</a> )				
<input type="text"/>				<input data-bbox="1514 739 1649 782" type="button" value="Browse..."/>
Local Incentive Administration Process (to get the template file by clicking <a href="#">HERE</a> )				
<input type="text"/>				<input data-bbox="1514 853 1649 896" type="button" value="Browse..."/>
Local Incentive Index (to get the template file by clicking <a href="#">HERE</a> )				
<input type="text"/>				<input data-bbox="1514 968 1649 1011" type="button" value="Browse..."/>
Benchmarks (to get the template file by clicking <a href="#">HERE</a> )				
<input type="text"/>				<input data-bbox="1514 1082 1649 1125" type="button" value="Browse..."/>
Zone Characteristics (to get the template file by clicking <a href="#">HERE</a> )				
<input type="text"/>				<input data-bbox="1514 1196 1649 1239" type="button" value="Browse..."/>

# Application Materials

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Designation Application Instruction Manuals are available on the Virginia Enterprise Zone page at:

[www.dhcd.virginia.gov](http://www.dhcd.virginia.gov)

To access the online application:

<https://dmz1.dhcd.virginia.gov/camsportal/Login.aspx>

**Applications must be submitted by 11:59 PM on June 30, 2014**

# Questions???



# Contact Information

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[Lauren.Fink@dhcd.virginia.gov](mailto:Lauren.Fink@dhcd.virginia.gov)

(804) 371-7121

**THANK YOU!**